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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Logistics

DATE: 3 May 1963

FROM : Chief, Administrative Staff, OL

SUBJECT: Monthly Activity Report - April

1. PROJECTS AND STUDIES IN PROCESSa. Rotation of SL Designees

During April, the transfers of five OL employees to SL support positions outside OL were effective. Also, one SL Designee was returned to the OL Staffing Complement from an operating component.

b. Logistics Career Board

(1) The Logistics Career Board held a regular rotation meeting during the month. The selections made at this meeting brought the number of personnel selected for assignment outside OL this spring and summer to 49.

(2) Preliminary reviews are now being conducted on GS-11 and GS-12 SL Designees for promotion to GS-12 and GS-13 respectively.

(3) The Board's recommendation for competitive promotions from GS-07 to GS-08 and GS-08 to GS-09 were approved during the month.

c. Staffing Complement Changes and Classification Studies Regarding SL Positions(1) Classification Survey of Printing Services Division

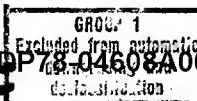
The survey is completed with the exception of five or six positions, which will be resolved during the coming month.

(2) Upgrading of Telephone Installer-Repairer Positions in Telephone Section/LSD

A Form 261 dated 16 April 1963 was received approving the upgrading of these two positions from W-9 to W-10.

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1. c. (3) Change in Position Titles on OL Staffing Complement to Conform with Organization Designations

A Form 261 dated 1 April 1963 was received revising titles of certain supervisory positions in the OL Staffing Complement to conform with organization designations, i.e., by adding Chief, Deputy Chief, or Supervisor after the classification title. A total of 86 titles were changed.

(4) Reclassification of Clerical Position in Office of Superintendent, Plant No. 1, PSD

A revised position description for Position 1522, reflecting current duties and responsibilities, was prepared and submitted to S&WD/OP for reallocation of this position from GS-04 to GS-05, Printing and Publication Clerk.

(5) Revision of OL Staffing Complement to Correspond with Internal Distribution of OL Personnel Ceiling to OL Components

S&WD/OP is still reviewing position changes requested by OL prior to issuing a Form 261 approving the proposed revisions.

(6) Transfer of Visual Aids Unit, DDS/SSA, to OL/PSD

OL/P&TB received information 30 April 1963 from S&WD/OP that they had received the staff study regarding the transfer of this function to OL and the package was being forwarded to the Comptroller. We were advised that the study had been approved by the DD/S on 17 April 1963 and a comment was attached indicating that the transfer was to be effective 28 April 1963. This unit consists of a total of six illustrator positions, all of which are currently filled. As soon as S&WD receives the package back from the Comptroller, they will publish a Form 261 effecting the transfer of the positions to OL, at which time action will be initiated to reassign the personnel involved.

(7) Upgrading of SL Position in OC/

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An approved S/C Change Authorization upgrading the GS-12 Maintenance Supt. position to GS-13 Maintenance Engineer was received dated 1 April 1963.

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1. c. (8) Establishment of New SL Position in TSD [ ]

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One GS-12 Logistics Officer position was added to the TSD/  
[ ] Staffing Complement by S/C Change Authorization dated  
8 April 1963.

(9) Revision of OTR Staffing Complement to Conform with  
Organizational Changes

A Form 261 approved 8 April 1963 was received relocating  
five SL positions on the OTR Staffing Complement in order to  
reflect recent internal changes in organization designations  
within OTR.

(10) Proposed New SL Position in TSD [ ]

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OL concurrence was given 22 April 1963 to the request of  
the Assistant SSA (Personnel) for the establishment of a new  
GS-12 Logistics Officer position at the TSD/ [ ]

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(11) Upgrading of SL Position on [ ] Staffing Complement

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One Supply Assistant position on the OC/ [ ] Staffing  
Complement was upgraded from GS-9 to GS-11 Supply Officer by  
Form 261 approved 16 April 1963.

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(12) Changes in SL Positions in EE Division

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A Form 261 dated 17 April 1963 was received listing the  
SL positions included in the new Staffing Complement of the  
EE Division, which reflected a sizeable reduction in the  
authorized strength of that division. Changes in SL positions  
included the following:

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[ ]	[ ]
[ ]	[ ]
[ ]	[ ]

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1. c.

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d. Recruitment

(1) Professional Personnel

(a) Two Logistics Officer trainees reported for duty in OL during the month. They were the eleventh and twelfth to report since the beginning of the program. We lost our first Logistics Officer trainee during the month; he resigned to return to private industry in Chicago. Another departed on extended leave to be with his father who is seriously ill. Invitee clearances were received on four applicants, three of whom are scheduled to come to Washington for OL interview, polygraph and medical examinations during the month of May. A total of five new applicants were placed in process for invitee clearances and interviews for the program. Four individuals who were in process, three of whom had not yet come in for OL interview, were cancelled. Two of these accepted other positions, one declined to remain in his present position, and the other returned to college.

(b) We lost one GS-9 Construction Engineer by resignation to accept a GS-11 position with the General Services Administration.

(c) One applicant we have in process as a GS-9 Transportation Assistant is scheduled to arrive in Washington for OL interview, professional testing, polygraph, and medical examinations on 6 May 1963.

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(3) Other Categories

(a) One W-8 General Mechanic Assistant entered on duty in the Conveyor Section/LSD.

(b) One Auto Mechanic's Helper was placed in process for the Transportation Division. One Chauffeur applicant who was in process was cancelled when security disapproved for Agency employment.

(c) One LB-9 Offset Press Operator returned to duty in PSD on 29 April after three years of active duty in the military service. One Bindery Operative entered on duty; and one Journeyman Compositor and ten Bindery Operatives were placed in process. PSD lost the services of one Apprentice Negative Engraver to active military duty, one Journeyman Compositor resigned to accept a better paying position with the Department of the Army, and one Offset Press Operator resigned to accept employment at the Arlington County Court House. LWOP was requested for one Printer Proofreader who will be out approximately three months due to surgery on her back.

(d) Two Couriers were assigned From IAS to the Mail and Courier Branch/LSD, during the month. Two Couriers were also released for other assignments, one to NPIC and the other to the CI Staff.

(e) Three Clerk Typists and two Clerks were assigned to OL from IAS during the month, and one Clerk Typist returned to duty from maternity leave. We lost one Clerk Stenographer by resignation to return home to be with her family. Two Clerk Typists also resigned, one to return to her home in Norfolk, Virginia, and the other to accompany her husband to his new employment in California. One Secretary and three Clerk Typists departed during the month to go on LWOP. One applicant was placed in process for a 5-year Reserve appointment as a GS-4 Property and Supply Clerk at

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1. d. (3) (f) Two applicants were placed in process for Laborer positions during the month. One Fork Lift Truck Operator returned to duty from an extended period of LWOP.

(g) One WAE employee, a GS-3 Procurement Clerk (Typing), reported for duty [REDACTED] 8 April 1963.

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e. Conversion of Temporary Employees

Three temporary Laborers and one temporary Bindery Operative were converted to regular staff employee status during the month.

f. Conversions of Career Provisional Employees to Career Employee Status

Personnel actions were received converting a total of 112 SL Designees to Career Employee Status. Eighty-four of these were in OL and the remainder are presently occupying support positions in other components.

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g. Logistics Records [REDACTED]

The OTR Records Management Officer, [REDACTED], and the Log Records Management Officer visited [REDACTED] on 30 April to conduct a records survey. Some preliminary steps were taken toward the revision of the Records Control Schedule; however, the time element precluded the completion of the survey in one visit. Arrangements are being worked out to spend two full days at the site during the week of 6 May 1963 to compile all the necessary documentation to prepare a new schedule.

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2. ITEMS OF GENERAL INTEREST

a. FY 1964 Funds Requirements Above Congressional Budget

On 12 April 1963, the Director of Logistics submitted to the Special Planning Assistant to the DD/S a memorandum setting forth FY 1964 Funds Requirements for the Office of Logistics in excess of the Congressional Budget. These additional funds requirements totaled [REDACTED] including \$850,000 for maintenance and operation of [REDACTED]. This data was requested by the DD/S for use at the Congressional Hearings on the FY 1964 estimates.

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2. b. FY 1965 Preliminary Estimates and Long Range Budget

The Preliminary Estimate for FY 1965 and Long Range Budget Projections through FY 1968 for OL were submitted to the Comptroller on 22 April 1963. These estimates reflected the following positions and dollars.

	25X9A2 Positions	25X1A1A Dollars (000)	
FY 1963	<div></div>	<div></div>	Congressional Budget)
FY 1964			
FY 1965			
FY 1966			
FY 1967			
FY 1968			

c. Headquarters Property Procurement Funds (Stock Accounts)

During April the FY 1963 planning figure for Headquarters Property Procurement Funds was increased by  25X1A1A  
 Of this amount  had been allotted through 30 April 1963  
 against which  had been committed on official Agency  
 records, leaving an uncommitted balance of  25X1A1A

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d. Logistics Support Course

The Logistics Support Course was conducted in the R&S Auditorium from 8-26 April 1963. A total of sixteen students completed the course, with an additional eight in attendance for selected phases.

Generally, the program moved along at a good pace and seemed to be well received by all students.

A complete report on the Course will be submitted soon.

e. Miscellaneous Problem Cases

(1) One employee was changed to lower grade and reassigned from a supervisory position to a journeyman level worker at his request.

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(2) One clerical employee was reassigned  to work in Quarters Eye due to transportation problems in getting to and from the Warehouse.

(3) Additional cases of OL employees having serious illnesses and medical problems have arisen and are being followed closely

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2. e. (3) by the OL/P&TB. Five requests for fitness for duty medical examinations were made to the Agency Medical Staff.

(4) One employee's resignation in lieu of separation for unsatisfactory work performance and bad debts was effective 17 April 1963.

f. Increase in Salary Rates for Photo-Engravers

The GP rates for Photo-Engravers were increased effective 26 March 1963. The increase for the journeyman level was 28 cents per hour.

25X1A9A g. Extension of Contract with [ ] Contract  
Employee, RE&CD

25X1A9A Arrangements were made with the Contract Personnel Division/OP to extend the contract employment of [ ] for one additional year, i.e., to 24 April 1964.

h. OL Personnel Statistics

25X9A2

No. of T/O Slots	Ceiling Auth.	On-Duty Strength	Over or Under Ceiling
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25X9

[ ]			
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3. SPECIAL PROBLEMS

None

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